

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

April 14, 2014

ADDENDUM A

TO
REQUEST FOR PROPOSALS
RFP No. **RFP F14-031**
PSYCHIATRIC SERVICES

The Department of Education (the "**Department**" or the "**DOE**"), School Based Behavioral Health Services Section ("**SBBH**"), hereby issues this addendum to the above-entitled Request for Proposals (the "**RFP**").

Questions and Answers

The Department's response(s) to the written questions received are hereby provided:

- Q1.** Can a staffing company submit a proposal for this request for proposals ("**RFP**") solicitation?

Answer: The subject solicitation is open to all entities who meet the requirements of the RFP solicitation document, as well as any applicable laws, rules, and regulations. Proposals are evaluated after they have been submitted.

- Q2.** Exhibit A of the RFP, paragraphs 5.1.2.4. and 5.1.2.5., states in part the following: "The PROVIDER shall conduct one annual (1) face to face inservice to the district at a STATE arranged location During this visit, the PROVIDER shall introduce the telepsychiatry model of service delivery to interested school staff, students, and families receiving services Once a year, the PROVIDER shall conduct an event to meet students and family in person, upon a scheduled date conducive to family and DOE schedules."

What is meant by "provider" in these meeting requirements? May we send one psychiatrist to conduct these two meetings, or must we send all of the psychiatrists that we plan to use for this contract to both meetings?

Answer: "Provider" refers to the individual who will be providing services to the student(s). An agency may send one or more provider(s) for the annual introduction to telepsychiatry. When it comes to the annual face to face meeting with a family and the student, it must be the provider who is providing the service. The provider will only be required to set up, in advance, one day to meet the student and family. If the family and student do not show up, then the provider must document that it as a "no show." The provider will not be required to meet face to face again during that year.

Q3. What is the approximate percentage of students needing treatment who are adults (i.e., not children or adolescents)?

Answer: Zero. Physicians do not provide psychiatric services for adults under the contract. Physicians only provide psychiatric services listed in this RFP for children and adolescents. Providers not qualified to provide services to children or youth/adolescents with special needs as related to an Individual Education Plan or a Section 504 plan should not apply.

Q4. The RFP at page 2-5, section (A)(3) states as follows: "The proposal application should address how the proposed plan and services would support service delivery of school-based services within the least restrictive environment." What is meant by "least restrictive environment" in this context?

Answer: Least Restrictive Environment ("LRE") refers to all efforts of a school team to maintain a student in the traditional school setting. When such a situation is not conducive to the student's learning or if the student impacts the learning of others, school teams will decide on the best educational setting that meets the student's needs.